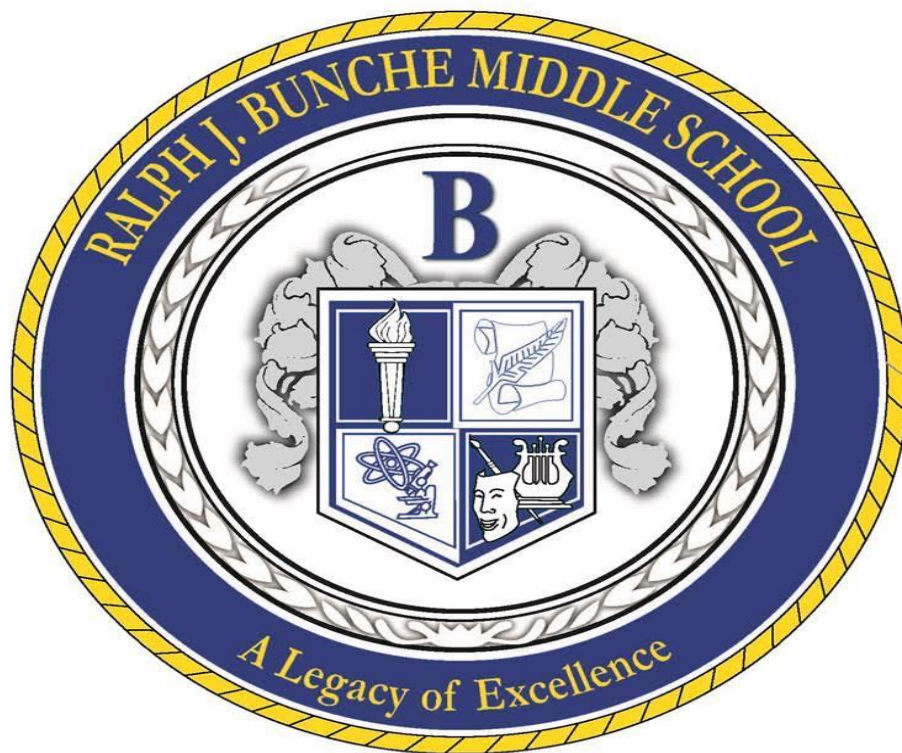


Ralph Johnson Bunche Middle School

Parent/Student Handbook
2024-2025



Mrs. Kimberly Terry Whitfield, Principal/ Head of School

Ms. Yolanda Sample, School Business Manager

Mrs. Zakia Gordon, 6th Grade Assistant Principal

Ms. Cephia Blassingame, 7th Grade Assistant Principal

Mrs. Durham-Martin, 8th Grade Assistant Principal

Student and Parent/guardian, you are responsible for knowing the content of this document. Please read and discuss this information together. Thank you.

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Ralph J. Bunche Middle School History



RALPH JOHNSON BUNCHE was born on August 7, 1904, in Detroit, Michigan. He attended UCLA, Harvard, Northwestern, and the London School of Economics. He was a political scientist and diplomat who received the 1950 Nobel Peace Prize for his 1940s mediation in Palestine; and was the first man of color awarded this honor. In 1963, Bunche was involved in the formation and administration of the United Nations, and he received the Medal of Freedom from President John F. Kennedy.

MISSION:

Ralph J. Bunche Middle School will develop 21st century lifelong learners who are competent, caring, and contributing members of a global society. Through rigorous learning experiences and a challenging international education program, we will rise to new heights of excellence in student achievement.

VISION:

Our vision at Ralph J. Bunche is to enhance and support the development of all stakeholders and provide an educational and professional experience that will increase their love of learning and professional development while creating a rich fertile ground of experiences. We will provide rich educational experiences to the students and staff alike to address their unique needs, interests, and strengths as involved and contributing citizens. A product of Ralph J. Bunche will be an effective communicator, socially responsible community member, a creative problem-solver, and a self-disciplined contributor to their family and society.

WE BELIEVE THAT:

- Our priority is to prepare students to be college and career ready by delivering a quality education aligned with standards of excellence.
- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- In order for students to achieve the home and school must have a partnership where communication is ongoing and consistent.
- Instruction must holistically enhance the mental, emotional, creative, physical, and moral attributes of each student.
- Students, parents, community members, and other stakeholders are our customers and must be treated fairly and with respect.

WE ARE GUIDED BY OUR COMMITMENT TO:

- Provide extraordinary customer service to all stakeholders.
- Promote growth and building the capacity of all stakeholders.
- Develop 21st century, life-long learners who are prepared to compete in a global society.

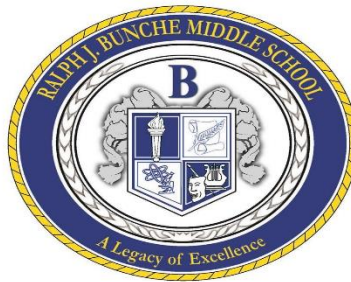
SCHOOL COLORS

White, Royal Blue and Gold

SCHOOL MASCOT

Chargers

SCHOOL CREST



School Crest components:

- The "B" is for Bunche.
- The circular ring of leaves in white is a Laurel Wreath which is symbolic of the importance of education.
- The wing-shaped tapestry being the shield is called a "Mantling," symbolic of our Legacy.
- The Torch represents the "Enlightenment" of education.
- Quill and the Scroll represent "Honor and Scholarship."
- The Atom and the Microscope represent our focus on STEM.
- The Mask, Paintbrush, and Harp represent our emphasis on Fine Arts.

Attendance Expectations

Regular school attendance is essential for a quality education. Time missed from class results in loss of valuable educational experiences. **Therefore, each student's attendance goal should be 100%.** We want students at school every day.

Bunche Chargers' Instructional School Day is from 9:15 am – 4:15 pm

Learners may enter the building at 8:50 am

Learners are marked TARDY at 9:16 am

In case of a necessary absence from school, a student must bring a written excuse from a parent or guardian stating the reason for the absence. Notes should be submitted to the attendance clerk. A student must be present at least half of the school day to participate in extracurricular/after school activities. In order for a student to be marked present, he/she must be in class by 12:30 pm. A student's absence may be considered unexcused if a parent's note is not received within 3 days of returning to school.

Tardies to class:

Students should arrive at all classes in a timely manner. Tardies will count towards student consequences on the Bunche Charger B.O.S.S. behavior matrix. Excessive class tardies will result in administrative intervention/consequence.

Chronic absences, truancy, and routine tardiness create a barrier to students' ability to reach their full academic potential. Regular school attendance also establishes a pattern of positive habits that can be carried over throughout your scholars' life.

Consequences for Class Tardies/Skipping:








1st Offense: Call home. Document tardy/skipping and Tier 1 intervention.

2nd Offense: Call Home. Lunch/Afterschool detention. Restorative Practices lesson/agreement.

3rd and All Subsequent Offenses: Student will receive administrative intervention/consequences.

Uniform Policy

In support of student success, Ralph J. Bunche Middle School sets expectations for student dress and grooming to avoid disruption of the instructional process and offense of common standards of decency.

What Can We Wear?		
<u>Clothing Items</u>	<u>Collared Polo</u>	<u>Colors</u>
<u>Shirts/Tops</u>	<div style="text-align: center;"> <p>POLO STYLE COLLAR SHIRT</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>8th Grade (Gold)</p>  </div> <div style="text-align: center;"> <p>7th Grade (Blue)</p>  </div> <div style="text-align: center;"> <p>6th Grade (White)</p>  </div> </div> </div>	<p>6th Grade – White 7th Grade – Blue 8th Grade – Gold</p>
<u>Pants/Bottoms</u>	<div style="text-align: center;"> <p><u>Khaki or Black Bottoms</u></p> <p>KHAKI OR BLACK SLACKS OR BOTTOMS</p> <div style="display: flex; justify-content: center; align-items: center;">   <div style="border: 1px solid black; padding: 2px; margin: 0 10px;"> <p>No Holes above the knee</p> </div>   </div> </div>	<p>Black Khaki</p>
<p style="text-align: center;"><u>Shoes</u></p> <p>No House Slippers</p>	<div style="text-align: center;"> <p><u>Shoes</u></p> <p>CLOSED TOE SHOES OR SNEAKERS</p> <p><i>No Slides, No Flip Flops, No Sandals, and No House Slippers Allowed!</i></p> </div>	<p><u>Bookbags</u></p> <p>Clear or Mesh</p>

Dress Code for Spirit Days:

Learners may participate in school planned spirit days and are expected to adhere to the dress code.

Cell Phone/Personal Electronic Device/Earbuds/Headphones Policy & Usage

Atlanta Public Schools Board Policy JCDAF Use of Electronic Devices by Students:

<https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=36031014&revid=ypZzaM9Wo24rCslshWu4z7zDQ==&ptid=amlgTZiB9plushNjl6WXhfiOQ==&secid=p6v70fD4K8ukRv6vtplusTtSg==&PG=6&IRP=0&isPndg=false>

Bunche Middle School is a **NO CELL PHONE ZONE**. Students are instructed to turn their phones off and place them in their lockers until dismissal. Earbuds/headphones are not allowed to be worn in the hallway. **Any cell phone/personal electronic device(s) that students will bring to school must be registered by the parent/legal guardian completing the consent form found in the student handbook using the QR code.**

All staff members have the right to confiscate cell phones/electronic devices when used in violation of policy JCDAF and its implementing regulation. If a student refuses to relinquish a phone or other device to a school staff member, the staff member may refer the student with the device to the grade level assistant principal or counselor. Confiscated cell phones must be picked up by a parent from the main office. ***Atlanta Public Schools and Bunche Middle School assume no liability for the theft, loss, or damage of mobile telephones and other PED (personal electronic devices).***

Some parents communicate with students by texting and calling them during the school day. This is against school district policy. Cell phone use of any kind is a distraction from the learning environment. Parents are asked to send all emergency communication through the main office or grade level administrators during the instructional day.

Consequences for violating the cell phone/earbud/headphones policy:

1st Offense: Verbal warning to turn off device and place it out of sight.

2nd Offense: The device will be confiscated, and the telephone or device will be returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item. Restorative Lesson/Agreement.

3rd and All Subsequent Offenses: The device will be confiscated and will result in the student's loss of the privilege of possessing a cell phone on school property for one semester. Written notice will be mailed to the parent/guardian, and the telephone or device will be returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item. Possible further administrative consequences.

4th Offense and ALL further offenses: The phone will be confiscated, and the student will lose the privilege of possessing a cell phone on school property for one calendar year. Written notice will be mailed to the parent/guardian, and the telephone or device will be returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item. Possible further administrative consequences.

Bus Expectations and Policy

The safety of your child is our number one concern. The bus expectations and policies promote personal accountability as it relates to bus safety because unsafe choices endanger the safety of all passengers.

The use of Atlanta Public Schools transportation is a privilege not a right. Learners are expected to adhere to the expectations and directions given by the bus driver at all times. Refusal to do so can and will result in loss of privilege.

Unsafe Behavior on the Ride Home

If unsafe behavior occurs before the bus leaves the school, the student will be provided with two options (1) correct the behavior and continue home (behavior documented) or (2) be removed from the bus by school personnel or administration until a parent or guardian can pick up the student (behavior documented).

If unsafe behavior occurs after the bus leaves the school the driver will contact their Dispatch or Regional Supervisor.

Staff will assess the situation via video and driver statement. If either of the above instances occurs, the progressive discipline plan will be in effect.

We need partnership as we move forward in making Atlanta Public Schools, buses safer and a more enjoyable part of the student's day. Please review the Safe Rider Policies and Regulations, found on the APS website (see page 10 for links), with your student. Please complete and sign the Safe Rider Contract/Emergency Form with your student and return it within 5 days.

Consequences for violating Bus Safety and Policy:

1st Offense - Driver Student Conference & Parent Contacted. (Disciplinary Referral). Student on probation and re-assigned to the front of the Bus for 1 week.

2nd Offense - Driver Student Conference & Parent Contacted. (Disciplinary Referral). Student on probation and re-assigned to the front of Bus for 2 weeks.

3rd Offense - (Disciplinary Referral), 3 Days Bus Suspension. Upon return student placed on probation and re-assigned to the front of Bus for 1 week. *Safe Rider Class and Behavior Contract Required.

4th Offense - (Disciplinary Referral), 5 Days Bus Suspension. *Conference required before returning to school bus.

5th Offense - (Disciplinary Referral), Transportation Director recommends bus suspension for the remainder of the year.

BUS POLICIES & BEHAVIOR EXPECTATIONS

1. Learners who are being transported on Atlanta Public Schools buses. must always show respect to the bus drivers by following the instructions given; as well as all "SAFE RIDER" contract rules. All Learners must comply with reasonable instructions given by any employee of the Atlanta Public Schools system. Failure to do so is considered an act of insubordination.
2. All APS Learners must provide the correct personal information (i.e., name, grade, contact number, parents name, etc.) if an employee of the Atlanta Public Schools system asks for their information.
3. Learners of primary and middle schools will be assigned a seat on a school bus. (High school assigned seating may be required at the discretion of the school bus driver). During transportation, Learners must always remain seated.
4. Learners are required to be at their bus stop no less than five (5) minutes before their scheduled pick-up time. Learners must wait at the stop in an orderly manner. When crossing the street, Learners must wait for instructions (signal by hand) by the driver. Learners must physically look at the school bus driver, and cross in full view of the driver when instructed to do so.
5. Learners may use cell phones while on the bus. but at no time are they allowed to use phones (for taking pictures. recording audio. Or creating videos. All other electronic device to include. iPads, notebooks, etc., can be used with headphones only, and should not be overheard by others. IMPORTANT: Learners shall not have headphones on or earbuds on their ears while loading or unloading the school bus. Learners must be able to hear the driver of the bus at all times. Under no circumstances should Learners use any electronic device to record video or audio while they are on the school bus.
6. At the conclusion of the school day, Learners must immediately board their bus. Once on the bus, Learners are not allowed to disembark the bus unless directed by a school administrator in emergency cases only. Learners getting off the bus without permission may be required to find alternate transportation as buses will be released at their regular time.
7. Learners must get on and off the school bus at their bus stop only. If Learners miss their bus. parents must transport student to school, and not to another bus stop. Alternative transportation arrangements must be submitted in writing to the school for approval; and a bus pass must be given to the driver signed by the school administration before alternate transportation is approved.
8. Learners must remain completely quiet and silent all noise making devices at all railroad crossings until the bus completely crosses the railroad tracks. Extremely loud talking, and the use of noise making devices is prohibited on the school bus.
9. Due to the possibility of allergic reactions and/or choking: food items, chewing gum, candy, chocolates, and sodas cannot be opened and/or consumed while on the school bus. Water is allowed during extreme heat temperatures; but containers must have scalable lids.
10. Tobacco products, illegal drugs and/or alcoholic items are not permitted at the bus stop, on the bus or on school grounds at any time.
11. No guns, knives (or objects that appear to be or can be used as weapons) are allowed at the bus stop, on the bus, or on school grounds at any time. Dangerous and/or combustible items are not allowed on the school bus. Items containing glass, lighters or matches, animals, balloons, flowers/plants, perfume/cologne, aerosol spray containers, insects, sharp objects, objects that cannot be comfortably placed on the lap of the student or any other dubious object that can represent a security risk are prohibited and shall not be brought onto the school bus at any time.
12. Fighting and Bullying on the school bus. or at the school bus stop is strongly prohibited. Play fighting, horse playing, or any inappropriate and/or suspicious acts or gestures will be allowed. Obscene language, physical or verbal harassment, intimidation of any sort, threats or abuses of any kind are also prohibited on the school bus and at the school bus stop.

Charger B.O.S.S. Be Responsible. Take Ownership. Show Respect. Be. Safe

13. Destruction and/or vandalism on any part of the school bus is prohibited. The costs and replacement of all damages will be the sole responsibility of/re student(s) and/or family of the student(s) responsible for the damages.

14. Learners shall not use mirrors, x-ray lasers, flashlights, or any other light or surface that reflects light as these may distract or interfere with the driver's ability to safely operate the school bus.

15. Musical instruments used in band, sports team equipment, and projects for school classes can be transported if there is room enough after all Learners have been properly seated. These objects can be placed on the seat, under the seat, or on the lap of the person to whom they belong. Skateboards are not allowed on buses. Learners must also keep their personal items secured, and all physical body parts must always remain inside the school bus.

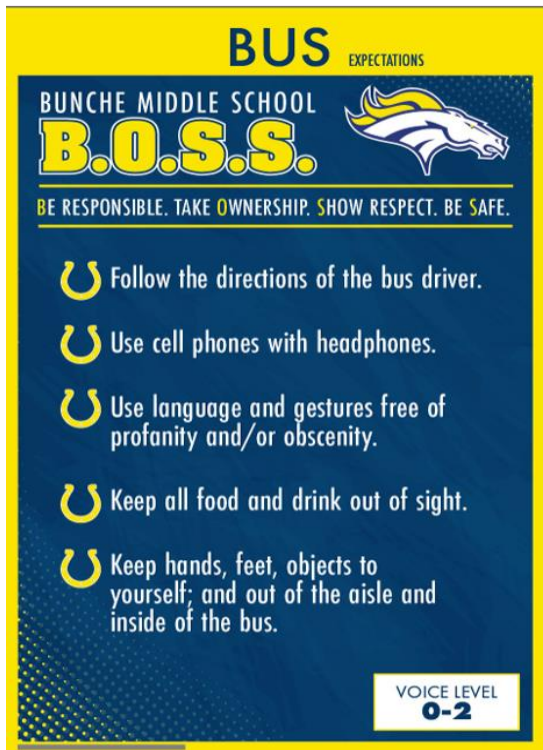
Atlanta Public Schools Bus Safety and Conduct Standards

https://www.atlantapublicschools.us/cms/lib/GA01000924/Centricity/Domain/5848/bus_standards.pdf

*Review, sign, and return to the school

Bus Safety Video

<https://www.atlantapublicschools.us/Page/35286>



Lunch/Outside Foods/Celebration Policy

Ralph J. Bunche is a school community that promotes healthy eating which aligns with our vision for learners to live healthy lifestyles. Students are not allowed to bring in food items that do not support the practice of developing healthy eating habits. Students are welcome to bring in a complete lunch that would mimic the nutritional value of the lunches offered in the school cafeteria. Students are not permitted to have outside food delivered via Uber Eats, DoorDash, etc. during lunch or after school.

The following items are allowed: water, personal sized snacks, fruit, unopened juices/Gatorade

The following are items students are NOT allowed to bring to school: large bags of chips, Flaming hot chips, excessive amounts of candy, soda, glass bottled drinks, pre-mixed drinks, sunflower seeds.

We understand learners love celebrating their birthday with friends but due to food allergies, we DO NOT allow students to bring in birthday treats. This includes birthday cakes, cupcakes, cookies, ice cream, candy, or any other food items.

Lunch with Parent/Guardian

Parent(s)/Guardian(s) may eat lunch with their student but must notify the grade-level counselor and administrator to schedule the visit. There will be a reserved section in the cafeteria for the parent(s)/guardian(s) to have lunch with their student.

Homework Expectations

At Bunche Middle School, we strive to increase our learners' opportunity to succeed. Homework is a way to help scholars develop work and study habits that will assist him/her throughout their years spent in grade school and college. Homework also serves as the link between school and home; allowing parents/guardians the opportunity to stay informed with the materials their scholar is learning. It allows them to help reinforce and extend concepts learned in class, assist their scholar with time management, and show interest with questions about their scholars' schoolwork.

Students Expectations Regarding Homework

Students are expected to...

- Allocate 60 – 90 minutes a day away from school to study, complete assignments and/or projects.
- Practice and reinforce reading and math skills using Common Lit, Progress Learning, or iReady every night.
- Submit all homework assignments are submitted on time.

Parents/Guardians Visits and Conferences

If a parent/guardian would like to meet with their learner's teacher(s), counselor or administrator they are asked to call or email requesting an appointment. Appointments can be held virtually or in person.

Also, the 2nd Tuesday of each month is set aside for parent-teacher conferences schoolwide

General Reminders

- The use of Rideshares (Uber, Lyft, etc.) are not permitted
- Parents must complete a medication form with the school nurse for students who need to keep medication on file
- Students will be assigned a district-issued device and will be responsible for replacing the device if is damaged
- Only clear or mesh bookbags are permitted
- Students must carry the student agenda hall pass (signed by a staff member) if they leave the classroom
- Early dismissal ends at 3:15 pm

The Bunche Charger Way (B.O.S.S.)

Be Responsible. Take Ownership. Show Respect. Be Safe.

Positive Behavior Intervention and Supports (PBIS)

Positive Behavior Intervention and Support is a program used at BMS to teach behavior and model our Charger **B.O.S.S.** expectations.

PBIS is an evidence-based, data-driven framework proven to reduce disciplinary incidents, increase a school's sense of safety and support improved academic outcomes. More than 16,000 U.S. schools are implementing PBIS. The premise of PBIS is that continual teaching, combined with acknowledgement or feedback of positive student behavior will reduce unnecessary discipline and promote a climate of greater productivity, safety, and learning.

Following a behavioral incident, the student will move through the flowchart below before receiving an office referral.

1. Verbal Warning/ Student Conference/Tier1 Intervention
2. Parent Call/ Conference/Tier 1 Intervention
3. Silent Lunch/Restorative Agreement/Tier 1 Intervention
4. Office Referral

This year, BMS will be utilizing PBIS Rewards to monitor behavior and provide recognition, acknowledgement, and incentives for demonstrating Charger B.O.S.S expectations.



WHAT IS PBIS REWARDS?

PBIS Rewards is an app that helps your child's school create a positive learning environment. Teachers can reward points for following the Bunche Way and hard work, as well as document negative behavior and corresponding comments. By working hard on a regular basis, your child will be able to earn rewards and participate in fun events and earn incentives.

WHAT IS THE GOAL OF THE PROGRAM?

When students meet positive behavior expectations, they will be recognized through incentive programs and events celebrating their efforts and success. Parents of award recipients may be invited and encouraged to attend.

(PBIS) School Wide Expectations

	Bunche School Wide Expectations Charger B.O.S.S. Be Responsible. Take Ownership. Show Respect. Be Safe.	
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What does it mean to be a B.O.S.S in the following areas at Bunche M.S.?

Expectations	All Locations	Classroom	Cafeteria	Restroom	Hallway & Transitions	Auditorium/ Assembly
	<ul style="list-style-type: none"> U Ask permission and carry a hall pass before leaving. U Need a Calming Break: -Ask an adult for time in the peace corner. -Stop and take a few deep breaths before reacting. U Keep hands, feet, and objects to yourself. U Listen and Follow directions of adults. U Cell phones are off and out of sight. 	<ul style="list-style-type: none"> U Be on time for class daily. U Be prepared and ready to learn. U Use appropriate language. U Listen and follow the directions of adults. U Keep hands, feet, and objects to yourself. 	<ul style="list-style-type: none"> U Walk and wait to be called to line up. U Stay seated. U Clean up around you. U Listen and follow the directions of adults. 	<ul style="list-style-type: none"> U Ask permission and carry a hall pass before leaving. U Go, Flush, Wash, and Leave. U Keep the facilities clean. U Keep hands, feet, and objects to yourself. 	<ul style="list-style-type: none"> U Ask permission and carry a hall pass before leaving. U Walk to your right and directly to your destination. U Listen and follow the directions of adults. U Keep hands, feet, and objects to yourself. 	<ul style="list-style-type: none"> U Keep cell phones silent and out of sight. U Stay seated. U Listen to the presenter. U Applaud appropriately and show appreciation. U Raise your hand if you have a need.
Voice Level	Voice Level 0,1,2, or 3 Teacher will determine.	Voice Level 0,1,2, or 3 Teacher will determine.	Voice Level 0-2	Voice Level 0-1	Voice Level 0-1	Voice Level 0
Conditions for Learning (Adult Expectations)	Teacher/Staff will: <ul style="list-style-type: none"> o Arrive and pick up students on time. o Walk students into the cafeteria. o Positively recognize appropriate behavior. o Utilize passes. o (Use affective statement. ex. I am feeling..., I am concerned about..., I am so pleased by/to see/to hear...) 	Teacher/Staff will: <ul style="list-style-type: none"> o Supervise students. o Teach/review procedures and routines. o Utilize passes. o Positively recognize appropriate behavior. o (Use affective statement. ex. I am feeling..., I am concerned about..., I am so pleased by/to see/to hear...) 	Teacher/Staff will: <ul style="list-style-type: none"> o Arrive and pick up students on time. o Walk students into the cafeteria. o Utilize passes. o Positively recognize appropriate behavior. o (Use affective statement. ex. I am feeling..., I am concerned about..., I am so pleased by/to see/to hear...) 	Teacher/Staff will: <ul style="list-style-type: none"> o Stand by restrooms and monitor noise and behavior. o Utilize passes. o Allow no more than 3 students in at a time. o Positively recognize appropriate behavior. o (Use affective statement. ex. I am feeling..., I am concerned about..., I am so pleased by/to see/to hear...) 	Teacher/Staff will: <ul style="list-style-type: none"> o Enforce safety. o Monitor students by classroom door and/or hallway. o Positively recognize appropriate behavior. o Utilize passes. o (Use affective statement. ex. I am feeling..., I am concerned about..., I am so pleased by/to see/to hear...) 	Teacher/Staff will: <ul style="list-style-type: none"> o Supervise students. o Teach/review procedures and routines. o Utilize passes. o Positively recognize appropriate behavior. o (Use affective statement. ex. I am feeling..., I am concerned about..., I am so pleased by/to see/to hear...)
Voice Levels	Schoolwide Attention Getter for Group Silence: Give Me Five: State "Give Me Five". Then raise your hand high so that students can see you. As each student sees the signal, they will also raise their hand. This will continue to spread until all students are silently raising their hands and looking to you for further directions.					

School Procedures and Expectations for Students

ARRIVAL TO SCHOOL



- Doors open to all students at 8:50 am (Voice Level 0 – 1)
Bus Riders 6th grade students will take the outside stairs to the front of the building and enter through the cafeteria doors
7th and 8th grade students enter the school through the gym lobby doors
Car Riders arrive on the upper level, but 7th and 8th grade students will walk down the stairs and enter through the gym lobby doors
Breakfast: 6th grade students who want breakfast will remain in the cafeteria, 7th grade students who want breakfast will use stairwell #5 to report to the cafeteria and 8th grade students who want breakfast will use stairwell #2

Late Arrivals

- Any student who arrives after 9:15am will report the front of the building and enter through the cafeteria doors
- A staff member will give students a pass to class
- Students who want breakfast may remain in the cafeteria until 9:30am

THINGS TO REMEMBER

- Do not horseplay when walking into the building
- If you see something, say something
- Stay safe!



CLASSROOM EXPECTATIONS



- All students are expected to enter the classroom quietly and must
 - Arrive to class on time
 - Follow the classroom rules set by the teacher
 - Respect others and their property
 - Remain seated in the classroom unless you have permission from the teacher
 - Respect the space of others and keep your hands to yourself
 - Have all materials needed for class
 - Be prepared to learn

THINGS TO REMEMBER

- Do not horseplay in the classroom
- Help keep the classroom clean
- The classroom is a learning environment and everyone must pay attend
- Ask for help when needed
- See something, say something



RESTROOM BREAKS

RESTROOMS

- Restroom breaks will occur throughout the day (Voice Level 0 – 1)
 - **Morning Arrival Breaks**
 - Students have from 8:50 – 9:10 to enter the restroom each morning (only 1 student is allowed in the restroom at a time)
 - **Classroom Breaks**
 - Teachers/staff will take students to the restroom at various times during the day
 - **Cafeteria Breaks**
 - There is a restroom break during each lunch period
 - **Emergency Breaks**
 - Let your teacher know if you have an emergency and need to use the restroom and you will be given a hall pass

THINGS TO REMEMBER

- Do not horseplay in the restroom
- Help keep the restroom clean
- Only one student at time is allowed in the restroom



LUNCH



- Teachers will escort students to the cafeteria for lunch and seat everyone before leaving and students will do the following
 - Walk on the right side of the hallway
 - Walk quickly and quietly in the hallway (Voice Level 0 – 1)
 - Sit at your assigned table and remain at your table during lunch
 - Use voice level 0 – 2 during the entire lunch period
 - Remove your tray and any trash from the table and under the table before leaving the cafeteria
 - Line up with your teacher when it is time to exit

THINGS TO REMEMBER

- Do not horseplay in the cafeteria line
- Speak respectfully to the cafeteria staff
- Do not leave your area before you clean your table space
- Report any water or food spills



CONNECTIONS



- When it is time to attend connections classes students must
 - Always walk with the teacher
 - Enter the classroom when directed by the teacher and remain in classroom unless you have a hall pass
 - Walk to the right side of the hallway quickly and quietly
- When it is time to return from connections students must
 - Always walk with the teacher
 - Return to the grade-level hallway and go directly to your next class
 - Continue walking and not stop for the restroom or water unless you have a hall pass

THINGS TO REMEMBER

- Always report on time to your connections class
- Do your best in your connections class
- You are not allowed to miss your connections class to stay back with another teacher



DISMISSAL



- Students must do the following to prepare for dismissal each day
 - Organize your workspace at the end of the day
 - Listen to all announcements when they begin (Voice Level 0)
 - Remain in your classroom until given permission to leave
 - Use the following routes to exit the building
 - 6th grade – Exit out of the cafeteria
 - 7th grade – Use stairwell 2 and exit out of the cafeteria
 - 8th grade – Use stairwell 1 to exit outside in front of the building
- Note:** All car riders will exit out through the gym lobby

THINGS TO REMEMBER

- It is a safety hazard to be in a dismissal area that you are not assigned to
- It is a safety hazard to report to your dismissal area early
- It is a safety hazard to horseplay in the dismissal area
- If you see something, say something
- Be safe!



CELLPHONE RULES



- Bunche Middle School is a no cellphone zone
- Cellphones must be powered down when you enter the building
- Cellphones must be placed in your locker at the start of the day and removed at the end of the day
- Students who violate the cellphone policy will receive a consequence

THINGS TO REMEMBER

- Using a cellphone or any device to record misbehavior is a violation of the Atlanta Public Schools code of conduct
- Students may not use cellphones for any reason during the school day. If a student must place a call during the day, they may ask permission to use an office phone on the grade-level or if ill, a call will be placed for you



Most Common Disciplinary Offenses

In this community, we believe that students should always demonstrate Charger B.O.S.S. behavior by doing things the Bunche Way. We encourage a partnership between home and school as we work to help scholars become their best selves. The purpose of this section of the student handbook is to communicate to students and parents the expectations for the Bunche Way. Students who receive behavior infractions will be expected to adhere to the disciplinary actions.

Disciplinary actions can include the following:

- **Community Service:** Supervised campus beautification task in the cafeteria or around the school grounds.
- **360 Behavior Intervention Lesson:** Individualized online lesson activity; designed to help students reflect on their actions and set goals for improvement.
- **Lunch Detention:** Students eat lunch in an isolated location to refrain from socializing with peers.
- **After School Detention:** Students are required to stay after school to complete behavior reflection or community service.
- **In School Suspension:** Students spend a structured day of learning in isolation to complete classwork and SEL tasks.
- **Mandatory Parent Conference:** Parents are required to return students to school for a conference after each Out-of-School suspension or if the student receives an infraction as a repeat offender.
- **Restitution:** Parents or guardians will be required to pay when students cause damage or destruction to school facilities or property ex. restrooms, textbooks, computers, wall mounts. (this list is not all inclusive)

Progressive discipline is used to determine punishment. Repeat offenders will face more severe consequences.

Fighting: Two individuals mutually participating in a physical altercation

In this community, we believe that when students are taught the proper way to talk out their problems, violence is deterred. In this community students are expected to utilize the personnel or staff to help resolve conflicts. At NO time will physical altercations be tolerated without consequence. Fights that result in injury will have more severe consequences.

Infraction	1st Offense	2nd Offense	3rd Offense
Fighting	* Restorative Conference with Counselor or Behavior Specialist * Parent Call	*1Day ISS & Restorative Conference	* 2 Days OSS Restorative Conference

	* Complete 360 Behavior Intervention	With Counselor or Behavior Specialist * Mandatory Parent Conference * Complete 360 Behavior Intervention	* Mandatory Parent Conference * Complete 360 Behavior Intervention
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Offensive Language: No student shall use any type of profane, vulgar, obscene or ethnically and culturally offensive language (written or oral) and actions.

In this community, we believe that students deserve to be respected and that they should show respect to all staff members, peers, adults, and visitors in the community at all times. Students who use offensive language towards an adult will be given consequences. The use of profanity or inappropriate comments regarding race, gender, or anatomy are all considered to be offensive language.

Infraction	1st Offense	2nd Offense	3rd Offense
Offensive Language	* Lunch Detention * Complete 360 Behavior Intervention Lesson * Parent Call	* Afterschool Detention * Community Service * 360 Behavior Intervention Lesson * Mandatory Parent Conference	* 1 Day ISS * Community Service * 360 Behavior Intervention Lesson * Mandatory Parent Conference

Insubordination: All students shall comply with reasonable directions or commands of all authorized APS personnel or designees.

In this community, we believe that teachers reserve the right to control all elements of their classroom to ensure that the learning environment is safe and orderly. Students are expected to follow the directions of staff members when given the first time. When students refuse to follow directions a great deal of instructional time can be lost if teachers are constantly redirecting and addressing students who refuse to follow directions. Acts of insubordination can result in the student's removal from the classroom environment. Depending upon the number of occurrences, the student may be given time out of school.

Infraction	1st Offense	2nd Offense	3rd Offense

Insubordination	* Lunch Detention * Complete 360 Behavior Intervention Lesson	*Afterschool Detention * Community Service * 360 Behavior Intervention Lesson	*1 Day ISS Community Service *360 Behavior Intervention Lesson
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School-wide Disruption: No student shall, in any manner, by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process or function of the school, or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful mission, process or function.

In this community, we believe that students and staff should always demonstrate behaviors appropriate for the school environment. Any action that interferes with the regular flow of operations within the school day will be considered as schoolwide disruption. This includes the following: fighting, rough housing, or the drawing of any crowds due to peer conflict or unruly behavior.

Infraction	1st Offense	2nd Offense	3rd Offense	
School Wide Disruption	*Afterschool Detention * Parent Call * Complete 360 Behavior Intervention Lesson	*1 Day ISS * Mandatory Parent Conference *360 Behavior Intervention Lesson	*1 Day OSS Community Service *360 Behavior Intervention Lesson	The consequences of this action depend upon the level of disturbance and the disruption to the learning environment or school operations.

Battery: Intentionally making physical contact of an insulting or provoking nature with another person.

In this community, we believe that intentional contact of an insulting or provoking nature is battery. Students should not put their hands, feet, or any other objects on other students in the community. Battery will not be tolerated, students will receive consequences every time there is an occurrence.

Infraction	1st Offense	2nd Offense	3rd Offense	

Battery of Student	*1 Day ISS * Restorative Conference * Parent Call	*1 Day OSS * Restorative Conference * Mandatory Parent Conference	* 2 Days OSS * Restorative Conference * Mandatory Parent Conference *Behavior Contract	The consequences of this action depend upon the level of injury to the victim.
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Unauthorized Area: Students may not be present in an unauthorized area of school property, which may include school roofs and custodial areas.

In this community, students are expected to remain in their designated areas and scheduled classes unless they are given permission and a pass from a teacher or staff member to exit. Students are not permitted to walk the halls or roam to other grade level areas. Anytime a student is caught outside of their designated area without a legitimate pass, consequences will be given.

Infraction	1st Offense	2nd Offense	3rd Offense
Unauthorized Area	*1 Day of Lunch Detention * Parent Call	*1 Day of Afterschool Detention * Parent Conference	*1 Day of ISS * Parent Conference

Skipping Class: No student, without a valid excuse, shall miss a class or activity for which he/she is enrolled.

In this learning community, scholars are expected to attend all of their scheduled classes on time. A scholar is considered skipping whenever they are not present in their scheduled class. Students who are found skipping will receive consequences.

Infraction	1st Offense	2nd Offense	3rd Offense
Skipping	*1 Day of Lunch Detention	*1 Day of Lunch & Afterschool Detention	*1 Day of ISS
			The consequences for this action may vary depending

	* Parent Call	*Parent Conference	* Parent Conference	upon any disruption to the learning community.
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Battery of School Employee: Intentionally make physical contact of an insulting or provoking nature with a school employee, unless such physical contact was in self-defense as provided by O.C.G.A. § 16-3-21.

In this community students are expected to adhere to the instructions of staff members at all times. Including times of conflict with others. Students who make physical contact with adults in any way will receive a 4 or more days out-of-school suspension with a recommendation for a tribunal hearing.

Infraction	1st Offense	2nd Offense	3rd Offense
Battery of School Employee	This offense will always result in suspension and a request for a hearing for removal.	This offense will always result in suspension and a request for a hearing for removal.	This offense will always result in suspension and a request for a hearing for removal.

Vandalism: The willful and/or malicious destruction, damage, or defacement of public or private property without consent.

In this community students are expected to adhere to all expectations concerning the safe use and upkeep of school equipment and facilities. Students should not engage in horseplay or any other act that could cause damage to school property.

Infraction	1st Offense	2nd Offense	3rd Offense	
Vandalism	* 1 Day ISS * Parent Call * Restorative Action	* 2 Days ISS * Parent Conference * Restorative Action	*1 Day OSS * Parent Conference * Restorative Action	Consequences for this action depend on the severity of damage. Restitution may be required.

Allowable Items

Ralph J. Bunche is a school community that promotes healthy eating which aligns with our vision for scholars to live healthy lifestyles. Students are not allowed to bring in food items that do not support the practice of developing healthy eating habits. Students are welcome to bring in a complete lunch that mimics the nutritional value of the lunches offered in the school cafeteria. All drinks should be sealed upon entrance to school and no larger than 16 oz in size.

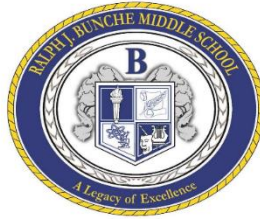
The following are allowable items: water, personal sized snacks, fruit, unopened juices, and Gatorade.

The following are items students are NOT allowed to bring to school: Large bags of chips (.99 or higher in cost or Hot Chips). Excessive amounts of candy or drink mix packets, soda, glass bottles, pre-mixed drinks, sunflower seeds.

Ralph Johnson Bunche Middle School

2024-2025

PARENT/STUDENT HANDBOOK ACKNOWLEDGEMENT FORM



Student Values	Parent Values
<p>We will:</p> <ul style="list-style-type: none">• arrive to class on time• pay attention in class.• remain on task.• demonstrate good behavior and not interfere with the learning of other students.• demonstrate good social skills and give encouragement when needed.• communicate with our parents and teachers.• be prepared and use good study skills.• be respectful of other students' learning styles.• respect the diversity at BMS and treat others as equals.	<p>We will:</p> <ul style="list-style-type: none">• model and teach our children to show support and respect for all teachers, administrators and staff• support our children by instilling good study habits, proper nutrition, and regular sleeping routines.• show that we are interested in what our children are doing by making time to be involved with school activities and programs.• support our children by making sure they attend school daily.• communicate regularly with our children's teachers.• support our children by reinforcing homework skills and providing assistance as needed.• reinforce the importance of reading at home by reading with our children and discussing the material read.

My signature acknowledges that I have read, understand, and agree to abide by the policies, procedures, and student expectations outlined in the 2024 - 2025 Ralph J. Bunche Middle School Student Handbook.

Parent Name: _____ Parent Signature: _____
Student Name: _____ Date: _____
Homeroom Teacher: _____

Important Staff Contacts

- School Social Worker and Family Ties Contact – Mr. Qu’Shon Nelson
- School Nurse and Hazel Health Contact - Nurse Stenisha Owens
- School Behavior Specialist – Mrs. Jasmine Freeman
- 6 – 7th Grade Counselor – Mrs. Tracey Fisher
- 7th – 8th Grade Counselor – Mr. Cory Dodson
- MTSS Coordinator/504 Contact – Ms. Shavonne Clark
- Special Education Lead Teacher – Mrs. Jaren Russell